



Verification	Originator	Approved	Issued
Initials	ST	ST	ST
Date	8/29/2014	12/10/2014	12/15/2014

## Title: COFL-FF-ED-4.3.3-2 Objectives, Targets, and Programs Action Plan – Electricity Use Reduction

<b>Document Name:</b> Electricity Use Reduction  <b>Start Date:</b> February 1, 2014  <b>Date Fully Completed:</b> Objective Milestone #1: Establish baseline by December 2017 Objective Milestone #2: Determine staff and contractor training needs by December 2014	<b>Fenceline Affected:</b> Fleet Fenceline  <b>Relevant Process:</b> Activities to reduce electricity usage  <b>Related Significant Aspect or Legal and Other Requirement:</b>
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1.0	<b>Person Responsible for Overall Action Plan:</b> Program Manager
2.0	<b>Goal Statement:</b> Reduce Fleet Fenceline electricity usage via energy conservation efforts and plans.
3.0	<b>Objectives:</b> <ol style="list-style-type: none"> <li>1. Reduce Fleet Fenceline electricity consumption (kWh) by 20% by year 2020.</li> <li>2. Energy efficiency training of all on-site Fleet Fenceline staff and First Vehicle Services (contractor) staff by January 2017.</li> </ol>
4.0	<b>Measurable Target and completion date:</b>  <u>Objective 1</u> <ol style="list-style-type: none"> <li>1. Install sub meters at Fleet Fenceline by January 2017</li> <li>2. Establish electricity usage (kWh) baseline by December 2017</li> </ol>



	<p><u>Objective 2</u></p> <p>1. Determine staff and First Vehicle Services contractor training needs by December 2014.</p>
5.0	<p><b>Strategies:</b></p> <p>1. Install sub meters in order to determine accurate baseline (kWh).</p> <p>2. Institute energy efficiency training program, conduct training needs assessment (ESMS General Awareness Training).</p> <p>3. Retain Energy Savings Company (ESCO) and commence energy efficiency improvements program</p>

### 6.0 Program Plan

Task	Responsible Individual	Implementation Schedule	Date Task Completed	Comments
Target 1: Determine existing electrical metering system for Fleet Fenceline/Install sub-metering system				
1. Research existing electrical metering system for comprehensive Fleet Fenceline site (including buildings, parking areas, storage areas, etc.) and buildings outside the fenceline (for linkage)	ESCO	05/2015-01/2016	11/2015	Honeywell is the Fleet ESCO.
2. Based on existing electrical metering system, determine desired sub-metering with ESCO.	ESCO	02/2016	11/2015	Honeywell examined the site and determined the submetering needs.
3. Design sub meter installation.	ESCO	03/2016-01/2017		Date moved forward due to contract negotiations.



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				50% of design completed by 06/2016
4. Contract installation of sub-meters, or ESCO installs sub meters as part of investment grade audit.	ESCO	10/2016-01/2017		
5. Establish Initial Baseline	–COFL Energy Analyst	12/2017		
Target 2: Retain ESCO and prioritize energy efficiency improvements program				
1. Release of RFQ	Facilities Manager , Parks & Recreation Department / Sustainability Manager, Public Works - Sustainability	2/1/14-3/1/14	1/27/14	Completed
2. Closing of RFQ	Facilities Manager , Parks & Recreation Department / Sustainability Manager, Public Works - Sustainability	2/1/14-3/1/14	2/26/14	Completed
3. Staff Evaluation of applications and short listing	Facilities Manager , Parks & Recreation Department / Sustainability Manager, Public Works - Sustainability	3/1/14-5/1/14	3/28/14	Completed
4. Final Staff Recommendation to City Commission; City Commission selection	Facilities Manager , Parks & Recreation Department / Sustainability Manager, Public Works -	5/1/14-8/1/14	6/17/14	Completed



Task	Responsible Individual	Implementation Schedule	Date Task Completed	Comments
	Sustainability			
5. Senior Management Staff and ESCO determine which facilities to perform investment grade performance energy audits (audits) on .	Facilities Manager , Parks & Recreation Department / Sustainability Manager, Public Works - Sustainability	8/1/14-6/1/15	3/31/15	Completed
6. Contract negotiation and City Commission audit contract approval	Facilities Manager , Parks & Recreation Department / Sustainability Manager, Public Works - Sustainability	8/1/14-10/1/15	8/15	Completed
7. ESCO conducts audits on selected facilities.	Facilities Manager , Parks & Recreation Department / Sustainability Manager, Public Works - Sustainability	10/1/15-4/1/16	11/15	Completed
8. Based on audit, determine energy efficient improvements to implement. Senior Management staff and ESCO. Present to City Commission for approval.	Facilities Manager , Parks & Recreation Department / Sustainability Manager, Public Works - Sustainability	5/1/16-9/1/16		
9. Commence selected/approved energy efficiency improvements to facilities.	ESCO	9/1/16-10/1/17		
Target 3: General ESMS and its significant aspects Fleet Fenceline staff training.				
1. Research best training techniques	ESMS Core Team	5/1/14- 7/1/14	5/27/14	Completed



Task	Responsible Individual	Implementation Schedule	Date Task Completed	Comments
2. Present staff and contractor needs assessment to Senior Management for direction to proceed; consultants, staff or combination of trainers	ESMS Core Team	9/1/14-11/1/14	7/2/14	Completed
3. Commence staff/contractor training program	ESMS Core Team	08/2014	08/2014	Completed
4. Complete training of staff/contractor employees	ESMS Core Team	09/2014	09/2014	Completed
5. Conduct ESMS General Awareness Refresher Training	ESMS Core Team	6/1/2015-9/1/2015	7/2015	Completed
Target 4: ESMS and job-specific Fleet Fenceline staff and contractor training.				
1. Assess staff and contractor training needs.	FF Team	11/2014-12/2014	12/2014	Completed
2. Commence staff/contractor training program	FF Team	6/2015	1/2015	Completed
3. Complete training of staff/contractor employees	FF Team	1/2017		

7.0	<b>Monitoring and Measurement Activities and Frequency:</b> After baseline is established, electricity consumption data (kWh) for sub-meters will be monitored monthly. YTD electricity usage trend will displayed in a graph by sub-meter and cumulatively (all sub meters combined). Training program will be monitored (number of staff completing the training program).
8.0	<b>Reference to Related Procedures/Work Instructions/Tracking Spreadsheets:</b> ESMS Competency, Training and Awareness Matrix
9.0	<b>Training Needs:</b> TBD after initial orientation and energy audits



10.0	<b>Environmental Policy Commitment:</b> Practice “Sustainable Triple Bottom Line” that considers the environment, economy and social equity in all aspects of City’s decision-making plans. Educate our employees by empowering them through training to promote environmental stewardship and sustainability.
11.0	<b>Importance Relative to other Objective &amp; Target Action Plans:</b>
12.0	<b>Comments regarding current progress toward completion:</b> On Target
13.0	<b>Management Review Dates:</b> 7/2/14, 11/5/14, 1/30/15, 5/7/15, 8/31/15, 2/26/16
14.0	<b>Has Senior Management approved the resources necessary to implement this Objective and Target Action Plan?</b> Yes
15.0	<b>Date of Senior Management approval:</b> 7/2/14, 11/5/14, 1/30/15, 5/7/15, 8/31/15, 2/26/16

### 16.0 Revision Table

Rev. No.	Date	Revised by	Description
001	6/2/16	M. Johnston	Updated various dates on ESCO project due to new information from Sustainability Manager.
002	7/21/16	M. Johnston	Updated dates on training.